PeopleSoft Class Section Update: Documentation

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How to Search for Class Sections Using the *Class Section Update Request Form* in PeopleSoft

To Navigate to the *Class Section Update Request*, you will first go to *Main Menu > Curriculum Management > Pitt Curriculum Management > Class Section Update > Class Section Update Request*. This navigation is shown below:

The above navigation will bring you to the Search page for the Class Section Update Submit Form. This form allows you to either **Add, Change, or Cancel** a class section. The *default* option is the Change form, but you can switch forms by selecting the appropriate radio button.
**ADD FORM**

Once you have selected the form you would like to search with (here we have selected the **Add form**) you can begin searching using the required criteria. For the **Add form** the required fields are Term, Subject, Catalog Number, and Offering Number indicates the campus the class is being held on.

For each of these required fields you can either type directly into the text box, or use the magnifying glass icon to search for the available options for each field. For example if you know the numerical name for the term you can type that out (2201), but if you know you want Fall 2019 but cannot remember the code, you can search for it.
The term search will give you the description and number/code for the term if you leave the search blank and just hit ‘look up’ you will be shown all of the available terms that you can search. The most current 3 terms will be available to search.

Next, you can search for the subject. Subjects will be limited by department. For example, if you work for the English department you will only have access to search for English subjects. Here ENGLIT is selected.
After selecting the subject, you can search all active catalog numbers available under the subject for the specified term or you can type in a specific catalog number. Once the Catalog Number is selected, you will see the offer number fill in. This field indicates which of Pitt’s five campuses the class is held on. The Oakland/Main campus is number 1. The offer number will automatically fill in based on your PeopleSoft security. Once all of the search fields have been filled in you can hit the Search button to begin your Add form.
The request form will pop up with all catalog information such as Attributes, Course Component, Course ID, and Class Title filled in. All other information is left blank. You can then fill in the other appropriate information before submitting a new class section to be added.
In order to change forms from **Add to Change** you can hit the ‘**Clear**’ button and then switch your form selection to Change.

Once you have selected the **Change form** you can start your search. The search criteria are slightly different than the Add form. For the Change form you will input only the **Term and Class Number**. However, if you do not know the specific Class Number you can use the Class Number search to look up all the class sections under a subject and/or catalog number.
In order to search for a specific class number, you can use the magnifying glass next to the text box field and type in your desired Subject Area and/or Catalog Number to see a list of all available class sections. Find the section you want to change and select it from the list.

Hit the 'Search' button to begin your Change request.
Below is an example of what a **Change form** will look like. All of the information currently available in PeopleSoft will automatically be filled into the form. You can then make changes to the existing information, including making changes to the Instructor information. There are some read-only fields in the change form that will not be editable, these include: General Education and Writing Attributes, Class Number, Class and Associated section Number, Course Component, and Reserve Capacities. If you would like to change one of the read-only fields you can make a comment in the ‘Instructions/Explanations’ field and the Registrar Office Staff will help with these changes if possible.
The **Cancel form** looks very similar to the **Change form** for its search. The **Cancel form** has two search criteria: **Term** and **Class Number**.

Like the Change form, you can search for a specific class section using the magnifying glass next to **Class Number**.
Once you have selected the class you would like to Cancel, you can hit the ‘Search’ button.

The most significant difference for the Cancel form from the other forms, is that all of the fields are read-only and you will not be able to edit any of the fields on the form except to write a comment at the bottom of the page. Since the class is being cancelled no changes should need to be made. This feature will also help avoid accidentally submitting a Cancel instead of a Change or vice versa.
Please note: If students are currently enrolled in the class, which you can see by looking at the Total by Enrollment, you will need to contact the Registrar’s Office to cancel the class. If there are no enrollments, the Cancel may be submitted.

Below is an example of a class that has enrollment. If you try to submit a cancel form for a class with enrollment the picture message will appear, and instead of submitting the cancellation via PeopleSoft you will need to send a Registrar’s Office Staff member an email with the class information and they will cancel the class for you.
Adding New Class Sections

Once you have searched for and selected the class you would like to add, the Add Form will appear with Catalog Information automatically loaded, and all other fields blank for you to add in the new class information.

Navigation to the Class Section Update Request Page
In the top half of the Add Form page, you can find the Course Component and Class Type fields (highlighted below). These fields can be used to change the section to a Recitation or Lab component when applicable. Recitations and Labs are Non-Enrollment class types. When adding a Non-enrollment type please add a comment indicating which lecture (enrollment class section) the recitation or lab will be linked to.
In the first half of this page you can also change the session and/or the start and end dates of the class. When the session is changed the dates should change automatically in the Class Section and Meeting Pattern Section. But you can manually change these dates as well.

You can also view and change the Class Attributes. Two attributes will show automatically but you can select the View All link to see all of the attributes on the class. You can add and remove attributes here, but General Education Requirement related attributes will not be editable.
To add an attribute you can hit the plus symbol to add a new row. The blank row will appear below and you can either manually enter the attribute values in the text box or use the magnifying glass icons to the right of the text box to search for the options or abbreviations. Please note: You can only add IDM or SAB attributes.

Below Class Attributes is the Meeting Pattern field. The Start and End Dates are also listed here. They should change automatically with the fields at the top of the page but they can also be changed manually if they do not fill in correctly or if you have individual days that the class is scheduled.
For the meeting pattern information you can either type in or use the search option for the Facility ID (classroom), and type in the meeting start and meeting end times. The meeting end time will automatically fill in but you can change it to the appropriate time manually. The Free Format Topic is also located in the meeting pattern area, this field should be all capitalized and has a character limit of 30 – this field will appear on student transcripts.

When setting a class with Standard Meeting Patterns, please use the Standard Meeting Pattern field when applicable. Select the Standard Meeting Pattern in the look-up or type in the letters, enter the Start Time and the End Time and the Days will automatically be filled based on the University’s standard meeting pattern you selected. Our current options are EVE (90 minutes, no day), MW (75 minutes, Monday and Wednesday), MWF (50 minutes, Monday, Wednesday, and Friday), and TH (75 minutes, Tuesday and Thursday).
Another feature of the Meeting Pattern field is the ability to *add multiple rows*. You can hit the **plus icon** to add a new row. You can see how many rows are currently on a class section with the numbering in the left hand corner. And to see all current meeting patterns you can hit the **View All** link highlighted below. You can then use the **minus icon** to remove any rows that you no longer need for the class.
Below meeting pattern, you can enter Instructor information directly into this form, similar to the Maintain Schedule of Classes page in PeopleSoft. We have also added a feature that will remind you to put in a grading access every time a new instructor is added.

Next there is the **Room Characteristics** field. This can include requests for Media, Board space, and other room features. The search is helpful if you are unsure of the specific numeric codes. *Please ignore the 25 code, this is for Registrar use only.*
The Enrollment Control field allows you to change the room capacity and add consent or drop consent. The Requested Room Capacity should always be the same as the Enrollment Capacity except in special cases. Add consent is used for Department consent to stop students from registering without a permission number. Drop consent is similar but it will stop students from dropping a course without a permission number.

The waitlist will automatically be updated when you change the Enrollment Capacity according to the University’s waitlist policies.

The Reserve Capacity Field will be visible but not editable by administrators. If you would like to add a reserve capacity please leave a detailed description in the Instructions/Explanation field and the Registrar’s office will add them manually into PeopleSoft.
The **Instructions/Explanations** field can be used for any comments or questions about the class section being added. Once you have filled out all of the appropriate information you can hit the **Submit Request** button to send your request to the Registrar’s Office staff to approve.

If your Class Section Add form was successfully requested you will see the below message giving you the request number and a message telling you that the request has been sent. You can click OK and continue adding more Class Sections.
Changing Class Sections

Navigation to the Class Section Update Request Page

Once you have searched for your Class Section using the Change search criteria, all of the available information currently in PeopleSoft will be displayed in the form. Any areas that are grayed-out and therefore read-only can be referenced in the comments section if a change is needed.
You can add or remove class attributes, but remember that only the first two attributes display automatically so you can hit View All to see the entire list. General Education Requirement attributes will not be editable, as these are determined by the Dean’s Office of a given school.

The Meeting Pattern information that is currently entered in PeopleSoft will be displayed automatically, but you can make changes to all information including dates, times, days, facility, and instructor. If you see the 25 room characteristic please ignore, the 25 characteristic is for Registrar Use Only.
There may be multiple meeting patterns listed for a given class section. All the multiple meeting patterns can be viewed at once using the **View All** link. If there is more than one meeting pattern, make sure any necessary changes are made to both before submitting. You can also add or remove an extra/incorrect meeting pattern using the plus and minus buttons on the far left side of the meeting pattern area.

In the Enrollment Control tab you can add/remove department consent from the Add Consent or Drop Consent drop down menus. This will not allow students to either add the class, for add consent, or drop the class, for drop consent, without a permission number. You can also adjust the Enrollment Capacity, which should match the Requested Room Capacity except in special circumstances. The Waitlist will automatically be updated to the correct number based on our waitlist policy.
If you would like to change the Reserve Capacity please leave a comment with the changes and the Registrar’s Office will make the changes on your behalf. Any other comments or concerns can be entered in the Instructions/Explanations textbox, and then the change can be submitted to be approved by the Registrar’s Office team. The Request Number of your submitted change will be displayed and a message confirming that you have successfully submitted your request.
Adding a Combined Section

Navigation to the Class Section Update Request Page

First navigate to the Add form in the Class Section Update Request page. You will then enter the information for the class section in your department that is being combined. Once the information is added you can Search.

Once you have searched for your class section you will notice the Combined Section check box appears next to the search button. In order to add combined section information you will first check the box.
Once the combined section checkbox is checked, a field for combined section information will appear at the bottom of the page. Here you can put the class section information for the section your class will be combined with, including the enrollment capacity of the other section.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Class Nbr</th>
<th>Enrollment Capacity</th>
<th>CGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMST</td>
<td>0120</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

The **Class Number** field, highlighted below, is *optional*. If you are combining your new class section with an *existing* class section you will enter the class number of the section you are combining with. However, if you are combining your section with another *new* section you will leave this field blank.
If you are combining with an existing class section you can use the magnifying class to search for the class number, or enter it manually if you already know it.

Another important feature is the check box labeled **CGS** -- this is only for use by the College of General Studies. If you are not part of the College of General Studies school please do not use this checkbox.
Once you have filled out the information for the class section you are combining with, you can hit the Submit Request button to send the section to be approved by the other department involved in the combined section.

When submitted you will receive a message with the Request Number, which is an easy way to keep track of your class section update.
Changing or Cancelling a Combined Section

After navigating to the **Class Section Update Submit Form** use the search to find the section you would like to change. If the section is combined you will see the **Combined Section** link in the *meeting pattern tab*. In order to view the combined section information you can click on this link.
Below is the *combined section information* for this class. This include the enrollment information and both class identifiers. If this is the correct section, can hit return to go back to the request form.

If the class information for the combined section is correct, you can make changes normally. For this example I will be changing the enrollment capacity.
Once all of your changes have been made you can submit your request. It may be beneficial to add a comment noting your change, to help the other approvers know what has been altered.

Once you submit your request you will be given the request number, which can be a tool to help keep track of your different requests. To monitor your request after submission you can use the approval page (shown before approved) and history page (shown after approved).
To see the progress of your request you can go to the **Class Section Update Approval** page, and select the request you would like to view. If it is not shown here, check the History page, which is where it shows once it is approved.

As you can see, the change you made will be highlighted in red, and at the bottom of the page you will be able to see where in the approval workflow your request stands in the process. Here you can see that it has been sent to the second department approver but has not been approved or denied yet.
The process for **cancelling** a combined section is very similar to changing a combined section. Search for the class you would like to cancel, and like the change you will see the **combined section link** in the *Meeting Pattern tab*.

For the cancel form you **cannot make any changes**, except for comments. So you can leave a comment about the reason for cancellation, and it may also be helpful to clarify here whether you want to cancel just *one* section of the combined class or *all* sections. Then you can submit your cancel request.
Once submitted you will be notified of the Request Number, and you can go to your approval page to monitor the progress of your request.

In the approval page you will select your request, and as you can see below there is a column designating the type of request (add, change, or cancel).
When your request is selected you will be able to see the step of approval it is on at the bottom of the page. In this example you can see that the other department has approved the request and it has been sent to the Registrar’s Office for final approval.
Approving Combined Sections

In order to monitor your Class Section Update form when it has been submitted you can go to the Class Section Update Approval Page. You can either search for a specific class section update or leave the search field blank and hit search to be given the full list of Class Sections waiting for approval.

If you would like more search criteria you can use the advanced search function, shown below:
Select the desired class section update, and you will be able to view all the information submitted by the other department. If you are looking at your own proposal then you will be able to scroll to the bottom to view what stage of approval it is on.

If you are the originator of the combined section the approve and deny buttons will be greyed out, but you will be able to see what class it is combined with, and below the approval options is the workflow, which shows where in the approval process. The screenshot below shows a fully approved proposal – by both departments and the Registrar’s Office.

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**Stage 1**

```
PITT_CSU_ID=0000000119: Approved

Path 1 - DEPT

-approved  Runco, Kolly Mitchell  CSU - Department  10/25/19 - 2:35 PM

-skipped  No approvers found  CSU - Department 2

-approved  Stein Juia K  CSU Registrar - PIT  10/25/19 - 2:36 PM
```
If you are the approver for the combined section, in this case for FMST 0120, then you will scroll to the bottom of the page and find that you can either **approve** or **deny** the proposal. If you deny the proposal an email will be sent to the originator to notify them of the denied request, and the form will be visible in your **History** page. If the information for the section is correct you will approve the proposal and it will be sent for final approval by the Registrar’s Office.
Below are the sequence of events for denying a request. Once you select deny and confirm that you want to deny, you will be able to leave a comment to explain why the request is being denied.
Once the proposal has been approved by the Registrar’s Office it will disappear from the Class Section Update Approval page. But will still be viewable on the Class Section Update History Page, where you can see the approval status and view what changes were made.